



City of Milpitas

We invite applications for the position of: Office Specialist

Annual Salary Range: \$57,496– \$69,887

Close Date: June 14, 2016

Why Milpitas?

Located at the southern tip of the San Francisco Bay, the City of Milpitas is a progressive community that is an integral part of the high tech Silicon Valley. The role of every employee is to be committed to accomplishing the community's vision by providing fiscally sound, superior services.

You will be joining a community of professionals as diverse as the city we support. We are proud to have a mixture of employees and foster an environment that honors those differences. We believe in supporting our employee's ability and desire to grow to better support retention and commitment throughout all career stages. Milpitas employees are proud and know that their contributions make a difference to the community as well as to their own career. We encourage you to check us out: <http://www.ci.milpitas.ca.gov/>

The Opportunity

The City of Milpitas is seeking highly motivated, professional, self-directed and enthusiastic candidate for an Office Specialist position in our Building and Safety Department. The ideal candidate will act as a liaison, provide services information and resolve any emerging problems that our customers might face with accuracy and efficiency. The target is to ensure excellent service standards and maintain high customer satisfaction. We are dedicated to providing the very best service to our customers by providing extraordinary services as listed in our [Building Department Commitment](#).

What You Will Do

- Perform specialized technical office support work which requires knowledge of detailed activities related to the department to which assigned.
- Provide information to the public and City staff in technical areas that require interpretation of policies and procedures and the use of judgment.
- Research and compile information from a variety of sources to complete reports and forms; make statistical and arithmetic calculations as needed.
- Organize, monitor and maintain complex filing systems.
- Enter and retrieve data and prepare reports using on-line or personal computer system; review reports and make corrections as necessary.
- Operate a computer to generate correspondence, forms, reports and other documents related to the specialized departmental function.
- Oversee and perform a variety of office administrative details such as arranging meetings, taking minutes, processing purchase requisitions, making travel arrangements, ordering supplies and processing service requests.
- Receive, screen, process and distribute mail; respond to applications and requests for information; may compute, receive and write receipts for fees.
- Act as receptionist; receive and screen calls and visitors and provide information or direct callers to the appropriate person.
- Attend meetings related to the area of assignment.
- May direct the work of others.
- Other duties as assigned

Experience and Education

Any combination of education and experience that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills is:

Equivalent to one year of experience at a level equivalent to the City of Milpitas' class of Office Assistant II OR two years of general clerical experience involving record keeping and public contact.



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License and Other Requirements

Possession and maintenance of a valid California Driver's License.

Possession of typing proficiency certificate with a minimum of 40 words per minute.

Special Requirements

Essential duties require the following physical abilities and work environment: Ability to work in a standard office environment; able to travel to various locations within and outside the City of Milpitas.

Selection Process

Applicants whose qualifications best meet our current needs will be invited to participate in the selection process that may consist of an assessment of the candidate's written skills, computer skills, and an oral board interview.

To Apply

Submit application, supplemental questions (if applicable), resume, copies of required certificates (if applicable) online at www.calopps.org or to the Human Resources Department, City of Milpitas, 455 E. Calaveras Blvd, Milpitas, CA 95035, (408) 586-3090.

A complete job description is available on the City of Milpitas website: www.ci.milpitas.ca.gov (under Employment, Job Specs) or from Human Resources.

The City reserves the right to close or re-open the recruitment at any time. Incomplete and/or inaccurate application materials may result in disqualification from the recruitment process.

Benefits

The City provides an excellent array of benefits that includes the following:

- Health Insurance: Multiple plans available through CalPERS Health; plans with Kaiser rate or lower are paid by City
- Delta Dental: City paid
- Vision: City paid
- Life insurance: City paid \$50,000 life insurance; Voluntary life available at employee expense
- 457 (b) Deferred Compensation Plan: City contributes \$900 a year
- Vacation: 11 days accrued in first year
- Sick: 12 days per year
- Holidays: 13 paid holidays per year
- Flexible Spending: Pre-tax medical and dependent care expense accounts
- Credit Union
- Employee Assistance Program
- Tuition Reimbursement Program
- Milpitas Sports Center Membership: City paid
- Retirement: Milpitas employees become members of the California Public Employees' Retirement System (CalPERS).
Classic Employees: Employees hired prior to or after January 1, 2013, who are an existing CalPERS member will be enrolled in the 2% @ 60 CalPERS retirement benefit formula.
New Employees: Employees hired after January 1, 2013, who have never been a CalPERS member, or are a member of a



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retirement system (CalPERS or reciprocal) with a break in service longer than six (6) months, will be enrolled in the 2% @ 62 CalPERS benefit formula.

- Employees pay 1.45% towards the Medicare Plan. The City does not participate in Social Security.

The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination, and selection process will be made upon request to Human Resources at (408) 586-3090.

The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.